

Sanitized Copy Approved for Release 2010/03/09 : CIA-RDP89-00724R000700010004-2

TRANSMITTAL IP		DATE	
TO:		Director of Security	
ROOM NO.	BUILDING	G-E-31 Hqrs.	
REMARKS:			
<i>new files (3)</i>			
FROM:			
ECG/OIS/DDA			
ROOM NO.	BUILDING	EXTENSION	
1105 Ames Bldg.			

FORM NO. 241

REPLACES FORM 36-8

(47)

Sanitized Copy Approved for Release 2010/03/09 : CIA-RDP89-00724R000700010004-2

3 DEC 1982

CS REVISION

ALL

MEMORANDUM FOR: Executive Director
 Deputy Director for Intelligence
 Deputy Director for Operations
 Deputy Director for Science and Technology
 General Counsel
 Inspector General
 Comptroller

FROM: [REDACTED]
 Chief, Regulations Control Division

SUBJECT: Proposed Revision of [REDACTED] Leave and Other
 Absence (Job #183)

FOR YOUR CONCURRENCE OR COMMENTS:

1. This proposed revision of [REDACTED] was initiated by the Office of Personnel to update the policy on leave and other absence.

2. The most significant changes are as follows:

b. A new paragraph c(2)(d) clarifies responsibility of supervisors to ensure that absences on leave are accurately recorded on time and attendance reports.

c. Paragraph c(7)(f) is added to include responsibility of employees to notify their component personnel office 30 days in advance of their planned return to duty when absent on LWOP for 60 or more calendar days.

3. Please forward your concurrence and/or comments to the undersigned by 27 December 1982. Concurrence sheets are attached for your convenience.

Attachments:

- A. Concurrence Sheet
 B. Proposed Revision of [REDACTED]

cc: AO/DCI OF
 SSA/DDA OL
 OP OMS
 D/OIS OS
 OC OTE
 ODP

*No security interest &
 no action necessary*

7 Dec 82
 OS 2 2962

UNCLASSIFIED WHEN SEPARATED
 FROM ATTACHMENTS

HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
	75	5/5/81				[redacted] is revised to update the policy on leave and other absence.
	76	10/12/79				
	76.1	11/22/77				Paragraph classification markings have been updated. The remainder of the regulation is revalidated with a current date.
	76.2	6/23/82				
	76.2.1	11/22/77				
	76.3	7/12/82				
	76.4	7/12/82				
	76.5	11/22/77				
Arrows in the page margin show the locations of the changes described above.						

DISTRIBUTION: AB

UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENT

C-O-N-F-I-D-E-N-T-I-A-L

Page Denied

Next 1 Page(s) In Document Denied